



Jobs for Montana's Graduates Career Development Conference

PARENTAL PERMISSION

I hereby give permission for my son/daughter, _____

to attend the Jobs for Montana's Graduates 21st Annual **Career Development Conference** at the Billings Hotel and Convention Center in Billings, Montana on **May 3 & 4, 2011**.

(Parent) _____

(Date) _____

SAMPLE PARENT LETTER

Date

Dear Parent:

Your son/daughter has expressed an interest in attending the 21st annual Career Development Conference, which is a major part of the Jobs for Montana's Graduates program's Montana Career Association (MCA).

The conference will be held on May 3 & 4, 2011 at the Billings Hotel and Convention Center in Billings. Transportation, lodging, breakfast and lunch on Wednesday, will be provided for the students. Staff members and teachers will be supervising students throughout the two-day event. To create a professional atmosphere and to help prepare students for future contact with business and industry personnel, students are requested to wear business attire.

During the conference participants will actively participate and compete in various competitive events that include: Critical Thinking, Employment Preparation, Decision Making, Electronic Presentation, Talent, Life Skills Math and Telephone Techniques. This conference will give members a chance to meet other JMG students throughout Montana and also take part in special interest workshops, fun-learning activities and an awards luncheon and ceremony.

Parents are invited to attend all or part of the conference, including meal functions. The opening session will begin at 12:30 pm on Tuesday, May 3rd, with the Award's Luncheon and ceremony to take place at 12:30 pm on Wednesday, May 4th. The charge for the award's luncheon is \$10.00 per person. Checks should be made payable to "*Jobs for Montana's Graduates*" and given to a JMG staff person at the time of registration. To make your reservation for dinner, please contact Jim Lambert, JMG Program Specialist, at 444-3354, by Friday, April 22, 2011.

Please complete the enclosed permission form and return it to me as soon as possible. I want to personally thank you for your continued support of our JMG program and I appreciate your consideration in allowing your son/daughter to participate in this annual event.

Sincerely,

Career Specialist

Enclosure